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From: Khan, Annie (DPH)
Sent: Wednesday, June 06, 2007 12:24 PM
To: George, Harvey (DPH); DiNatale, Margaret (DPH); Tisei, Nancy (DPH); Salemi, Charles (DPH); Piro, Peter (DPH); Khan, Annie (DPH)
Cc: Stevenson, Allan (DPH); Caloggero, Dina (DPH)
Subject: June 2007 QC Meeting

June 2007 QC Meeting

Present: Dr. George, Nancy Tisei, Peter Piro and Annie (Khan)Dookhan

Minutes: Prepared by Annie (Khan)Dookhan

1. Review of April and May 2007 QC

- A) The balance QC was reviewed and signed off by Nancy Tisei.
- B) The UV/VIS Spectrophotometer QC was reviewed and signed off by Dr. George.
- C) The IR Spectrophotometer QC was reviewed and signed off by Dr. George.
- D) The GC/MS Daily QC Checklist was reviewed and signed off by Dr. George. QA requested that the Relative Retention Time difference be changed from $< 10\%$ to $< 2.5\%$.
- E) The Reagent Preparation Book was reviewed and signed off by Nancy Tisei.
- F) The Monthly GC/MS Standard QC log was reviewed and signed off by Nancy Tisei.
- G) The Marijuana Negative Control Test (April through May) was reviewed and signed off by Nancy Tisei.
- H) Written results for the April and May Sample Audits were reviewed and signed off by Nancy Tisei. QA requested that the person(s) conducting the audit should not be the QC Reviewer.
- I) The Weekly GC QC was introduced at the meeting. The lab is currently in process of developing new forms and implementing procedures to document the weekly QC checks for the GC instruments.

2. Amherst Lab's QC records for April and May were reviewed and signed off by Nancy Tisei.

Pending: QA/QC Project 2007